



KING COUNTY
ADMINISTRATIVE SPECIALIST II
FAMILY COURT OPERATIONS
KING COUNTY SUPERIOR COURT
Job Announcement: 06GF5992
Hourly Rate Range \$16.62 - \$21.06
OPEN: 4/10/06 CLOSE: Open Continuous

WHO MAY APPLY: This position is open to all qualified applicants. This recruitment will be used to create a list of competitive candidates to fill similar vacancies that may occur throughout the year. King County Superior Court will retain **qualified** job applications for up to one year.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: This position may be located either at the King County Courthouse in downtown Seattle, or at the Regional Justice Center in Kent. This position may require working at alternate King County Superior Court locations.

WORK SCHEDULE: This is a full-time position working 35 hours per week. Work schedule is Monday through Friday, 8:30 a.m. - 4:30 p.m.

PRIMARY JOB FUNCTIONS: The Administrative Specialist II provides clerical and administrative support to Family Court Services program and backup support to all Family Court Operations' programs (FCO). Responsibilities include processing court orders; maintaining office files and records for program staff; data entry and management; compiling statistics; fee collection & reconciliation; scheduling and tracking client attendance at parent seminars; and typing reports and correspondence. Additional responsibilities include conducting confidential adoption searches; assisting with processing court calendar reviews; and assisting the management, social worker, facilitator and volunteer staff. The Administrative Specialist II performs other related tasks as directed.

QUALIFICATIONS: A high school diploma or GED and three years' experience in court, legal, office or social service program procedures and processes, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Previous bookkeeping or accounting experience is desirable. The following abilities are required: ability to communicate with a wide range of people; ability to work with people in crisis situations; ability to maintain confidentiality

as required by law; and ability to be flexible in responding to the needs of the program and its personnel, volunteers, clients and cases. Successful applicants must have demonstrated experience and skills in computer software applications, including word processing and database management as well as exceptional organizational and time management skills. Must possess outstanding oral and written communication skills. Must be punctual and have excellent attendance.

SPECIAL REQUIREMENTS: Finalists must pass a criminal background check and reference check.